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ABSTRACT

Designed for use by freshmen in English classes at the University of Wisconsin-Stout, this workbook contains a series of exercises designed to teach students how to approach research in the library. Five exercises comprise the text, and the lessons are organized to reflect useful approaches to library search strategy. The main research tools covered by the lessons are the public catalog, encyclopedias, and periodical indexes. The first exercise is a self-guided audiotape tour of the library, the second an introduction to the library catalog, the third an overview of the Library of Congress Subject Headings and subject searching in the public catalog, the fourth a set of tips for beginning library research projects, and the fifth a guide to sources for current events information. Each lesson includes a review test. Appended to the text are the pretest/posttest that is routinely administered with the exercises, the script of the audiotape library tour, and a set of floor layout diagrams from the library at the University of Wisconsin-Stout. (Author/JL)

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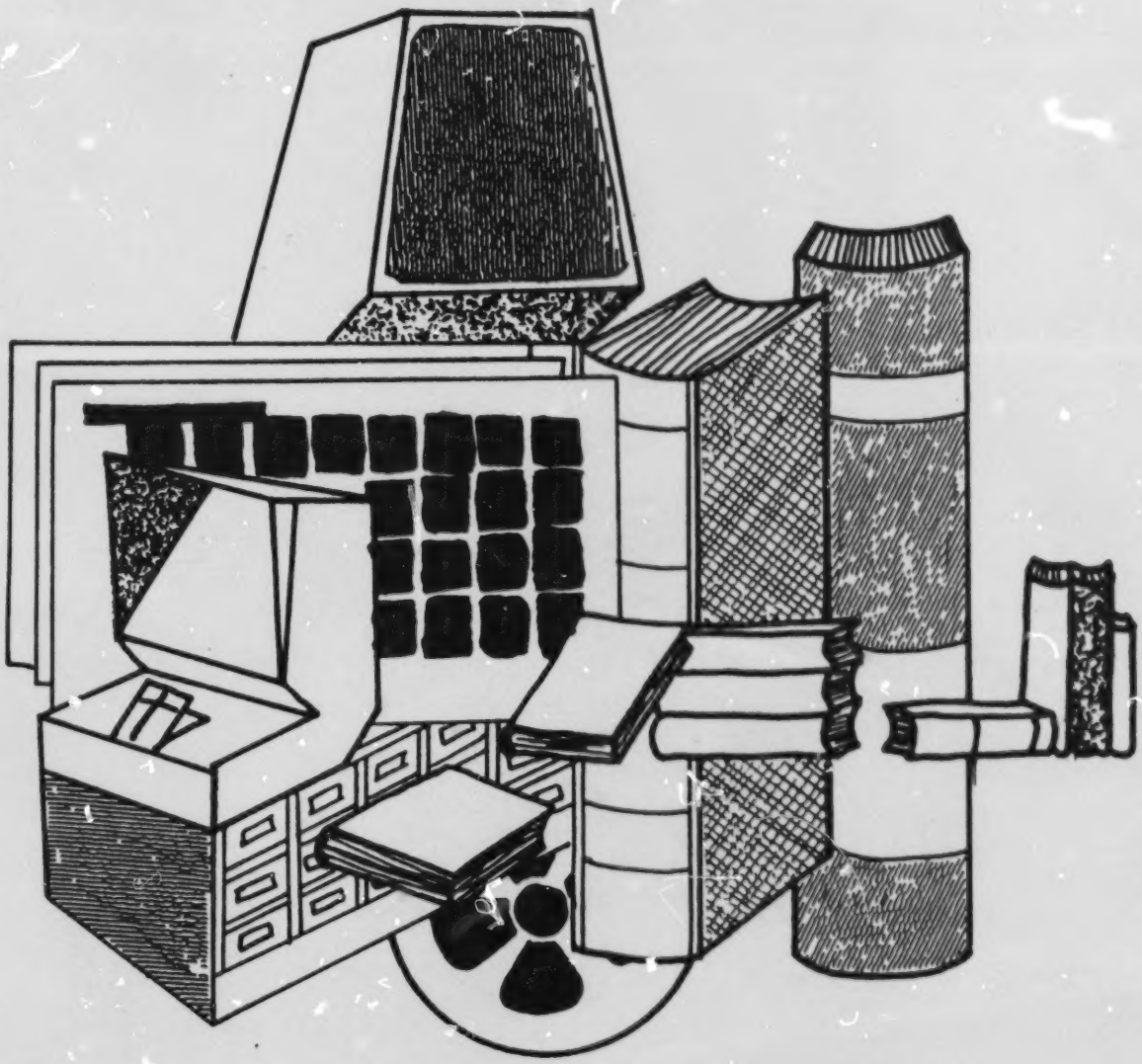
LIBRARY EXERCISES



LIBRARY LEARNING CENTER
University of Wisconsin-Stout

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ABSTRACT

The Library Exercises were designed to be used in freshmen English classes at the University of Wisconsin-Stout. They are used voluntarily by English teachers as one option for introducing their students to the library, in connection with a required research paper. The purpose of the exercises is to teach students how to approach research in the library, as opposed to workbooks which teach how to use specific types of reference books. Thus the exercises are organized by a search strategy approach, teaching the use of some selected tools in the order in which they would be used. The main tools covered are the public catalog, encyclopedias and periodical indexes. The booklet of exercises does require the use of some audiovisual media. Exercise 1 is a self-directed audio cassette tour of the library. Exercises 2 and 5 have short slide tapes titled "The Public Catalog," "Magazine Indexes" and "Newspaper Indexes" that are viewed in class, but not included here. A pre/post test is administered routinely with the exercises. All questions on the test and exercises are multiple choice to allow for computer scoring. An answer key has not been provided. Appendices do include Pre/Post Test and Audio Tour script.

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Rev. 4/82

Library Exercises

Here is your booklet of self-directed library exercises designed to

1) introduce you to the physical layout of the library
2) teach you the use of basic tools such as the public catalog and periodical indexes
3) teach a search strategy.

This booklet is yours to keep, so you may mark answers or take notes as you wish, for future reference.

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Please read if you are using machine gradeable answer sheets.

(1) Fill answer sheets out ONLY in #2 lead pencil.
(2) Do not tear or staple answer sheets.
(3) Do not make stray marks on either side of the answer sheets.
(4) Always include the following information on each answer sheet
   -- Your name
   -- Your social security number
      in numerals and machine coded
   -- The number of the exercise you are answering.
(5) Please turn answer sheets in to instructor when you are finished.

Exercises developed by
Denise Madland
Rita Ryun

Library Instruction
Exercise #1

AUDIO TOUR EXERCISE

This exercise is to be completed as you take the audio tour of the Library Learning Center. The objectives of this exercise are that:

1) You become knowledgeable of the physical layout of the building.

2) You become aware of the various types of available information, periodical indexes, abstracting services, and self-instruction packages in the library and the general order in which they would be used.

3) You understand the shelving arrangement of books and audiovisual materials and locations of the specialized collections.

These three objectives will have been met when you have taken the audio tour and successfully completed the accompanying exercise containing questions on the stations of the audio tour. Check out the audio tour package from the circulation desk. You can choose either a cassette recording or a print version of the audio tour.

As you take the tour, complete the exercise choosing the best answer to each of the questions. For some questions there may be answers which are partially correct, but there is only one acceptable answer for each question. You may have to examine some stations more closely as the answers to some questions are not on the tour itself, but are self-evident.

STATION ONE PUBLICATIONS

1. Library publications
   A. explain the organization of the library and library policy.
   B. are free.
   C. list resources in specific subject areas.
   D. all of the above.

STATION TWO PUBLIC CATALOG

2. By using the public catalog you can identify
   A. handouts and background information.
   B. microfiche indexes to special collections.
   C. magazines and newspapers.
   D. dictionaries.

STATION THREE REFERENCE DESK

3. Reference librarians
   A. find information for you.
   B. help you find information by teaching you how and where to look.
   C. check out books.
   D. wear horn rim glasses and sensible shoes.

-over-

STATION FOUR REFERENCE COLLECTION

4. Reference collection materials
   A. are shelved by title.
   B. do not appear in the public catalog.
   C. give statistical information and mathematical tables only.
   D. can explain how to do research.

STATION FIVE INDEX TABLES

5. Indexing Services
   A. are shelved by call number.
   B. help you identify materials through the public catalog.
   C. can be checked out.
   D. can identify material more recent than that identified in the public catalog.

STATION SIX INDEX STATIONS

6. The Periodical and Newspaper Holding Record (or PNHR)
   A. is available in duplicate copies all over the library.
   B. lists magazines, journals and newspapers available in the Menomonie/ Eau Claire area.
   C. lists journal articles by title.
   D. A and C.

STATION SEVEN MICROFICHE AND OTHER SPECIALIZED COLLECTIONS

7. Which of the following statements is true:
   A. Vertical File materials have a separate index and are listed in the public catalog.
   B. A Key Word out of Context Index indexes an item by call number in the vertical file.
   C. Microfiche collections are listed in the public catalog.
   D. The KWOC indexes, indexing services with the PNHR, and the public catalog are the main tools to using the library.

STATION EIGHT EMC

8. Which statement is true:
   A. All of the audiovisual materials are shelved in the EMC.
   B. Materials in the EMC do not check out.
   C. The EMC contains materials a teacher would use.
   D. EMC stands for Evaluation Materials Center.

STATION NINE CENTRAL STAIRCASE

9. Which statement is true:
   A. The first floor houses most of the materials listed in the public catalog.
   B. All of the materials on the 1st floor can be checked out.
   C. The central staircase and elevator are the only means of getting to the top floors.

STATION TEN HELP PHONES

10. The help phones connect you to:
    A. Campus Security and the Fire Department.
    B. Circulation Desk and the paging service.
    C. Circulation Desk and Reference Desk.
    D. Circulation Desk.

STATION ELEVEN CANTEEN/SMOKING AREA

11. The Canteen/Smoking Area is:
    A. one of the areas where you can have food.
    B. open only on weekends.
    C. the only place in the library where food is allowed.

STATION TWELVE GROUP STUDY ROOMS

12. Group study rooms are:
    A. available on the top four floors.
    B. available for individual study.
    C. available on all floors.

STATION THIRTEEN PUBLIC EQUIPMENT AREA

13. Select the correct statement:
    A. You find public equipment areas only on the 2nd floor of the library.
    B. At the public equipment area on second floor you find equipment for reading and copying microfiche.
    C. You cannot get a paper copy of a microfiche.

STATION FOURTEEN CURRENT PERIODICALS DISPLAY AREA

14. This area contains:
    A. All current newspapers, magazines, and journals.
    B. Current newspapers and some current high use magazines and journals.
    C. Current newspapers only.

STATION FIFTEEN PERIODICALS COLLECTION

15. What statement is false?
    A. All periodicals are shelved on second floor.
    B. Microfilm copies of periodicals are shelved with the paper copies.
    C. Periodicals are shelved by call number.
    D. The current periodicals display area contains the most recent copies of selected high use magazines and journals.

STATION SIXTEEN GENERAL COLLECTION

16. What statement is false?
    A. The library uses the Library of Congress Classification System.
    B. Items on the same topic are shelved together.
    C. Similar works are assigned the same call number.
    D. Books and audiovisual materials are shelved together.

STATION SEVENTEEN AREA RESEARCH CENTER

17. The Area Research Center can help you find information about:
    A. Civic organizations in the area.
    B. Your great grandfather who settled in Rice Lake
    C. When Bowman Hall was built.
    D. All of the above.

STATION EIGHTEEN PUBLIC EQUIPMENT AREA

18. What statement is true?
    A. Equipment here is meant to be used with audiovisual materials shelved on this floor.
    B. Only audiovisual materials are shelved on this floor.
    C. There are no more public equipment areas after this floor.

STATION NINETEEN OPEN RESERVE

19. Find the false statement.
    A. Open Reserve is a self-service area.
    B. You locate Open Reserve materials through the public catalog.
    C. You will find posted instructions for using Open Reserve.

STATION TWENTY CIRCULATION DESK

20. Find the false statement.
    A. You can check out AV equipment at the Circulation Desk.
    B. You can check out magazines from the Circulation Desk.
    C. You can check out films from the Circulation Desk.

The Public Catalog - When and How to Use.

When you first get an idea for a topic, you may not know exactly where to begin. The first part of this exercise will discuss three major sources of information, and when they should be used. When you have finished this part, you should be able to examine a topic and have a general idea of where to start, or more importantly, where not to start.

After you've learned when to use the public catalog, we are going to look at how to use the public catalog and ways to use it more effectively. You have probably at sometime, had problems using the public catalog. Everyone (occasionally even librarians) has problems. That's because public catalogs, most public catalogs not just ours, are not that simple to use. When you finish exercises two and three on the public catalog, you should be able to:

A. Examine a topic and know what type of source to begin looking in, for information
B. Use basic catalog rules to your advantage
C. Locate subject terms for your topics more easily in the public catalog
D. Use the catalog entry information to save you time
E. Understand some of the things you can do to locate materials which are not on the shelves where they should be.

These objectives are met when you have successfully completed the exercises on the public catalog. Each part of the exercises has its own instructions.

Introduction to Three Major Sources of Information

The three major sources we will examine are the public catalog, magazine and newspaper indexes, and journal indexes. You are probably most familiar with the public catalog which lists the books, and in the case of the Library Learning Center, the audiovisual materials as well.

You may also know of the Reader's Guide to Periodical Literature which indicates magazines that contain articles on a specific subject. The Reader's Guide is a magazine index. It includes such magazines as Time, Newsweek, Field and Stream, and Ladies Home Journal, which are written by journalists for the general public. Newspaper articles are also written for the general public, and can be accessed by using a newspaper index. The newspaper indexes owned by the Library Learning Center are the New York Times Index, NewsBank, the Milwaukee Journal Index, The Wall Street Journal Index, and the Christian Science Monitor Index.

The third type of source is the journal index. Journal indexes identify articles on particular topics in professional journals. Journals resemble magazines in format and are often called magazines. However, they are written for and by professional workers in various occupations, rather than by journalists who write the popular magazines.

We will examine each of these sources to determine when to use them. However, before you can decide which source to use, you need to answer the following questions about your topic:

1. Do you know anything about your topic?
2. Does it deal with events currently in the news or with popular topics? In other words, did you become aware of the topic by reading a magazine or newspaper article?
3. How much information do you need? Everything or just some basic information?
4. Is the information for use as a class assignment?
5. Do you need the very latest information on your subject?

I. The Public Catalog:

If you answered "no" to either question one or two, you will probably need to begin with the public catalog. When you are researching a topic you know little about, it is very important to get background information. Otherwise, how can you evaluate the significance of what you're reading and understand its relationship to other information you have or will find?

The public catalog can direct you to handbooks, specialized encyclopedias, and introductory materials on a topic. If you are investigating the use of solar energy in commercial buildings, you had better know a little bit about solar energy before you start. You can find this basic introductory material through the public catalog.

The public catalog can also help you to find more advanced materials on your topic. An advanced work in solar energy might deal totally with the application of solar energy to commercial buildings and would do so in great detail. Be sure to note the date of publication of the item if currency is important to your research.

You do <u>not</u> use the public catalog for current events or popular topics in the news. This type of information is constantly changing so you need a magazine or newspaper article on the subject. Books and audiovisual media aren't published quickly enough to have the latest information. Also too, the size of the topic in current events or popular news isn't usually large enough to fill an entire book.

Let's look at some examples of what is meant by current events or popular topics. If you are interested in the Watergate scandal, there are books on this subject now. However, if you had chosen the Watergate scandal as your topic in 1974, you would have been wiser to use magazine and newspaper indexes or journal indexes. Watergate is over now; we know the outcome and we've had some time to look back and reflect on it and gather all the facts. However, in 1974, the outcome was not established, and information was constantly changing. Therefore, time is a factor here. Is your topic currently happening and changing?

An example of a present day popular topic is the Space Shuttle Columbia. Right now the most accurate information on this topic is in magazines, journals, and newspapers. Years from now, when it's history, you will look for information in books and other media. Again, time is needed to gather all the information and analyze it for a book, etc.

II. Magazine and Newspaper Indexes

Magazine and newspaper indexes are the places to identify information on current topics in the news such as the space shuttle Columbia or the effects of Reagan's policies on the economy. However, there are some important points to remember about magazine and newspaper articles. Remember that they are often written by journalists, not experts on the subject. Furthermore, while magazine and newspaper articles may deal with complex issues such as the current economy, they are written for the general public. This means that the subject is simplified so that everyone can get a general idea of what is happening. However, often in the process of simplification, the facts and issues become a bit distorted.

While magazine and newspaper articles may be acceptable for general information on a topic or even for a bit of background information to get you going, they are not generally acceptable for college term papers and research. For the type of information acceptable in college research, you need to use journal indexes. Also if you are investigating a very specialized subject in a particular field, magazine and newspaper indexes will not identify information on it.

You should also be aware that newspaper articles often deal only with local situations and tend to be very narrow in scope. Newspaper articles may be helpful in providing examples of what is happening in various parts of the country with regard to a topic of current interest, but it would be very difficult to build an entire term paper around the generally isolated incidents reported in newspapers.

III. Journal Indexes

You will remember that a journal looks very much like a magazine in format. Unlike a magazine or newspaper article, a journal article is usually written by an authority on the subject. For example, a journal article on the effects of current policies on the economy would be much more detailed and technical and probably more accurate. Since a journal article is more detailed, it requires that you have some background knowledge on the topic to grasp its meaning and significance.

If you are looking for advanced works on your topic, you can use either the public catalog or the journal indexes. You would use journal indexes if you wanted the very latest information on the topic. Journal articles will also deal with a narrower aspect of the topic, and will not go into the detail that a book will. If you are doing a comprehensive search of the topic, namely everything you can find, you will use both the public catalog and journal indexes.

Conclusion

These three sources are not the only sources of information in the Library Learning Center. However, they will get you on your way, and in many cases, may be all that you need. We will be looking at <u>how</u> to use these sources later on in further exercises. Now that you know generally <u>when</u> to use these sources, test your understanding by completing the attached exercise. Don't bother looking these topics up in the public catalog, etc. The point of the exercise is not to find the information at this stage, but to test your understanding of where to begin. Read over this information again if necessary and apply it to the exercise.

Library Exercise #2

For each of the following topics, pick the sources most likely to contain information. There is only one correct answer for each question.

1. The latest technical developments in emission control devices.
   A. magazine or newspaper index B. journal index C. public catalog

2. General information on the most recent state of the union address by the President.
   A. magazine or newspaper index B. journal index C. public catalog

3. Fundamentals of aircraft maintenance.
   A. magazine or newspaper index B. journal index C. public catalog

4. Latest sociological research on spouse abuse.
   A. magazine or newspaper index B. journal index C. public catalog

5. The early development of the fast food industry
   A. magazine or newspaper index B. journal index C. public catalog

6. Biographical information on Abraham Lincoln.
   A. magazine or newspaper index B. journal index C. public catalog

7. Biographical information on Linda Ronstadt.
   A. magazine or newspaper index B. journal index C. public catalog

8. Most recent information on the effects of divorce on elementary school children's reading ability.
   A. magazine or newspaper index B. journal index C. public catalog

9. In-depth information on the tensile strength, laundering, clothing design and manufacturing of man-made fabrics.
   A. magazine or newspaper index B. journal index C. public catalog

10. Information on the history of cookbooks.
    A. magazine or newspaper index B. journal index C. public catalog

LIBRARY LEARNING CENTER

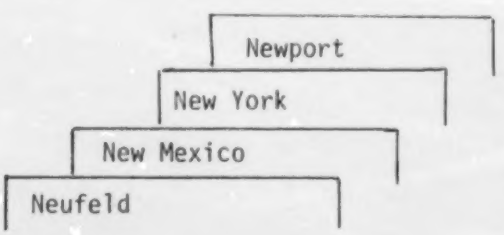
HELP! .... WITH THE CARD CATALOG

SCOPE

The card catalog, also referred to as the public catalog, is a major key to this library's over 120,000 cataloged items. It provides access to all types of media, including books, films, filmstrips, videotapes, slides, etc. This publication is designed to help you use the card catalog more effectively by outlining some of the basic filing rules used in it.

GENERAL RULES

This card catalog is a DICTIONARY catalog. This means that author, subject, and title cards are filed in the same catalog alphabetically, WORD by WORD, and then LETTER by LETTER, generally. The example below shows how this rule works.



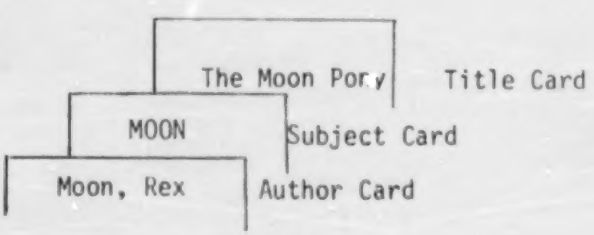
SUBJECTS

All materials in the card catalog are assigned one or more subject headings. To select the correct subject heading for your topic consult the Library of Congress Subject Headings (the red volumes displayed near the card catalog). It provides a list of possible subject headings as well as see and see also reference which can be used to narrow your search to more specific subjects.

All subject cards are printed either in red or capital letters at the top of the cards.

A-S-T RULE

When there are author, subject, and title cards which all begin with the same word, the author cards are filed first, then the subject cards, and finally the title cards. See the example below for how this rule works.



University of Wisconsin-Stout

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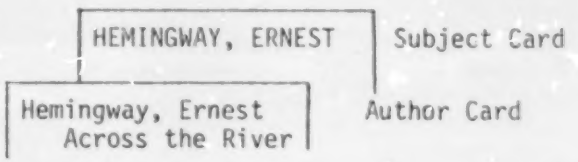
Authors

Authors may be either persons or organizations credited with the writing or creation of a work.

As Subjects

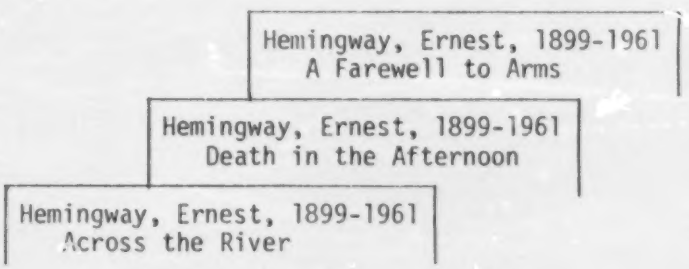
Remember that a person can be the subject of a work as well as an author. When a person is a subject his/her name appears at the top of a card in capital or red letters as do other subjects.



In keeping with the Author-Subject-Title rule, cards for works by an individual are filed first, followed by materials about an individual.

Of Numerous Works

Works by the same author have author cards filed alphabetically by title under the author's name as in the example below:



Numbers

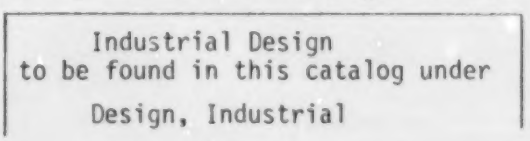
Title cards for titles beginning with NUMBERS are filed alphabetically as if the numbers were spelled out.

Initials/ Acronyms

Titles or organization names beginning with initials or acronyms (AAAS, COSATI, IEEE) are filed at the beginning of each alphabetical section.

Cross References

Cross reference cards in the catalog direct you to the preferred subject or author entry in the card catalog. For example,



Hints

If you can not find an item, there is a good chance you are in the wrong drawer. Thumb through the cards and be sure you are looking at subject cards and not title cards or vice versa.

When no organization or individual can be credited with creating a work, there is no author card filed. Find the item by title.

If you cannot find an item by author, always recheck it by title.

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Card Catalog Filing Rules

After you have seen the slide/tape package "The Card Catalog", and read over the publication "HELP. . . using the card catalog", answer the following questions. There is only one correct answer for each question.

11. Author, title and subject cards are filed alphabetically:
    A. Together
    B. Separately
    C. Author and title cards together, subject cards separately

12. The alphabetical arrangement in the card catalog is:
    A. Letter by letter, then word by word
    B. Word by word, then letter by letter
    C. Numerically first then alphabetically letter by letter

13. Which of the following listings of terms represents how cards are filed in the card catalog:

A.	B.	C.
neurosis	neurosis	neurosis
A New World	Newfoundland	New Recipes for Beef
Newfoundland	New Recipes for Beef	A New World
newsroom	newsroom	Newfoundland
New Recipes for Beef	A New World	newsroom

14. Cards for author, subject and title beginning with the same word are filed:
    A. Alphabetically
    B. Subject, Author, Title
    C. Author, Subject, Title

15. Which of the following displays shows how these cards would be filed in the card catalog?

A.	B.	C.
Glass, Edith (Au)	GLASS (Su)	Glass, Edith (Au)
GLASS (Su)	Glass, Edith (Au)	The Glass
The Glass	The Glass	Menagerie (Ti)
Menagerie (Ti)	Menagerie (Ti)	GLASS (Su)

16. Once again, which of the following displays shows how these cards would be filed in the card catalog?

A.	B.	C.
SNOW	Snow, Amy	The Snows of
Snow, Amy	SNOW	Yesteryear
The Snows of	The Snows of	Snow, Amy
Yesteryear	Yesteryear	SNOW

17. For which of the following could you find an author card?

A.	B.	C.
Name of an organization	Work not primarily attributable to any individual(s) or organization	Magazine article

18. Which of the following examples shows how author cards for different books by the same author are arranged?

A. Melville, Herman, 1819-1891
Five Tales

Melville, Herman, 1819-1891
Herman Melville: representative selections

Melville, Herman, 1819-1891
The Confidence Man

B. Melville, Herman, 1819-1891
Herman Melville: representative selections

Melville, Herman, 1819-1891
Five Tales

Melville, Herman, 1819-1891
The Confidence Man

C. Melville, Herman, 1819-1891
The Confidence Man

Melville, Herman, 1819-1891
Five Tales

Melville, Herman, 1819-1891
Herman Melville: representative selections

19. Which of the following examples shows how these title cards would be arranged in the card catalog?

A. 1001 Arabian Nights
Ten Ways to better Health
365 Days a Year

B. Ten Ways to Better Health
365 Days a Year
1001 Arabian Nights

C. Ten Ways to Better Health
1001 Arabian Nights
365 Days a Year

20. Subject headings on catalog cards are:

A. Never cross referenced.
B. in italics.
C. in red letters or capitals.

10

Sample Catalog Cards

Below are samples of the headings on different types of catalog cards. Use these examples to help you complete the rest of exercise 2.

Author Cards

V-Five Association of America
How to survive on land and sea.

The author of this item is an organization, the V-Five Association of America. Cards beginning with letters or abbreviations are found at the beginning of the letter. This is found at the beginning of the Letter "V" section.

Yeats, William Butler, 1865-1939
The celtic twilight, and a selection of early poems.

The author in this example is an individual, William Butler Yeats.

Subject Cards

YEATS, WILLIAM BUTLER, 1865-1939
Bradford, Curtis Baker, 1911-
Yeats at work.

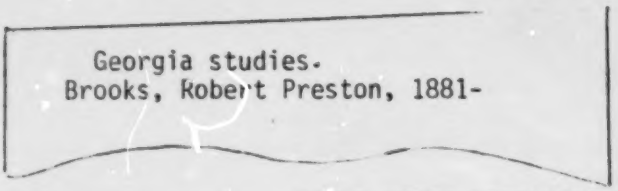
This subject card is for an item about the poet William Butler Yeats. Curtis Baker Bradford is the author, and Yeats at work is the title. Compare this to the author card above for a book by William Butler Yeats.

WISCONSIN - SOCIAL LIFE AND CUSTOMS
Gard, Robert Edward
This is Wisconsin.

This subject card is for an item by Robert Edward Gard titled This is Wisconsin. The item is about the social life and customs of Wisconsin.

(over)

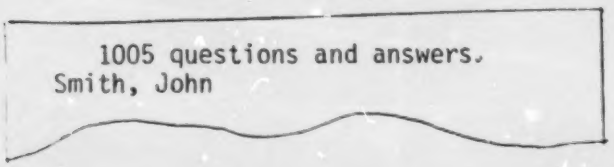
TITLE CARDS



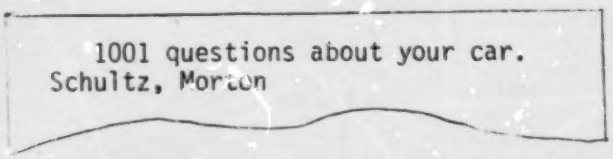
The title of this item is Georgia Studies and the author is Robert Preston Brooks.

TITLE CARDS BEGINNING WITH NUMBERS

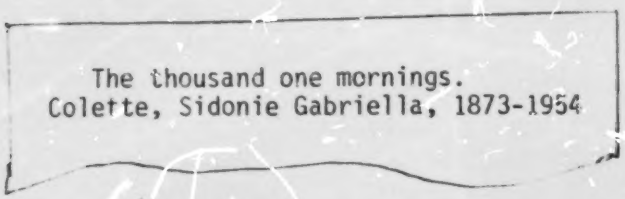
Remember that numbers in titles are filed by spelling not by numerical order. The following cards would be filed in the order in which they appear.



The title is spelled out as one thousand five questions...and filed accordingly.



Again, the title is spelled out... One thousand one.



This card is filed under "t" for thousand (not for the). The above cards would be filed in the letter "o" section. Although the titles are numerically close, alphabetically, they are filed in entirely different sections.

Library Exercise 2
Continued

Set A

Find the cards below in the public catalog. BE SURE TO LABEL YOUR ANSWER SHEET AS Set A. (there are two versions of this part.) For each card, mark the response which corresponds to the number of the drawer where you found the card. The number of each catalog drawer appears on the front by the handle. Then identify the card as being either an author, title or subject card. Use the previous examples to help you.

Waters, Frank, 1902-
The man who killed the deer.

21. This card is in drawer number, A) 1026 B) 1025 C) 1027.
22. This is a A) title B) subject C) author card.

100 delicious ways to stay slim.
Boody, Shirley Bright

23. This card is in drawer number, A) 701 B) 709 C) 707.
24. This is a A) author B) subject C) title card.

HANDICRAFT--UNITED STATES
Freeman, John Crosby
American arts and crafts.

25. This card is in drawer number, A) 459 B) 460 C) 461.
26. This is a A) author B) subject C) title card.

AA Britain's heritage.
Automobile Association

27. This card is in drawer number, A) 2 B) 1 C) 449.
28. This is a A) author B) title C) subject card.

Nineteen eighty-four.
Orwell, George, 1903-1950

29. This card is in drawer number, A) 694 B) 693 C) 695.
30. This is a A) author B) subject C) title card.

THERE IS NO PAGE 14

Choosing Subject Terms in the Public Catalog

As you already know, you can locate materials in the public catalog by author, title, or subject. However, finding information by subject poses some problems.

The subject terms used in the public catalog are regulated by the Library of Congress. Most university libraries use these subject terms. This means that you can usually use the same subject headings in any university library to determine if that library contains information on your topic. Sometimes, however, it can be a big surprise when you learn what subject terms the Library of Congress has used for your topic. Therefore the choice of terms by the Library of Congress for your topic can cause momentary problems which can be, in most cases, easily overcome.

There are three other factors which may cause you to have problems finding materials on your subject. The first possibility is that the Library Learning Center doesn't own any materials on this subject. Remember, the Library Learning Center collects materials to support Stout's rather specialized curriculum. You won't find much information in the catalog for subject areas that aren't taught at Stout. For example, you would find very little on veterinary medicine.

A second possibility is that your topic is too narrow, and you need to enlarge the scope of your subject terms. For example, if you look in the public catalog under "curling" you may not find anything listed. However, if you look up sports or winter sports you will probably find an item that deals with various kinds of sports and may include a section on curling. Your original subject term "curling" may have been too narrow to have an entire book written on it.

And lastly, perhaps you are looking for the wrong type of information in the public catalog. Remember <u>not</u> to use the public catalog for current events and popular topics. For these use magazine and newspaper indexes.

To overcome the problems of terminology or specificity when looking for subjects in the public catalog, you should use the <u>Library of Congress Subject Headings</u> or <u>LCSH</u>, two large red volumes located on a table near the public catalog. As well as listing all the topical subject headings devised by the Library of Congress, the books also contain numerous cross references from words we might use, to the actual terms to use in the public catalog. (The list does not include all proper names and places, although these too are legitimate subject headings to use.) In addition, the books break down subject areas into more specific terms and indicate broader terms you can use, making it easier for you to expand or contract a topic.

Remember, not all of the subject headings in the <u>Library of Congress Subject Headings</u> will be found in our public catalog; only those subject terms for which we own information. The <u>LCSH</u> attempts to cover all areas of knowledge. This library acquires materials for only a small portion of those areas of knowledge. You'll find subject terms for veterinary medicine in the <u>LCSH</u> but not in our public catalog because veterinary medicine is not a part of Stout's curriculum.

Exercise 3

How to Use the LIBRARY OF CONGRESS SUBJECT HEADINGS

(Also known as LCSH)

First, look up the word or phrase you have in mind in the LCSH. If it's not there, try some synonyms. If you still don't find a term for your topic, try to think of either more general or more specific terms, as if you were setting up a hierarchy of concepts.

EXAMPLE: Sports -- the most general term which includes all sports.

Winter Sports -- a more specific term.

Curling -- most specific term, one particular winter sport.

A sample entry from the LCSH is included below to help you decipher the symbols used. Use this sample to complete the first five of the accompanying exercises. The subject headings in the box would appear on the catalog card exactly as they appear here unless otherwise noted -- See numbers 3, 5 and 6 below.

1) Bold faced subject headings may be used in the card catalog.

2) sa = "See also". This is a list of separate related subject headings that may also be used in the card catalog. (These are not subdivisions of the bold faced term)

3) x = Subject terms NOT used. Use the bold face heading "Food, Canned" instead.

4) xx = A list of other related subject terms that may also be used separately in the card catalog.

5) -- = Subheadings for subtopics that fall within the main subject, in this case "Food, Canned". For example, the labeling of canned food. Subject heading appears in the card catalog as FOOD, CANNED--LABELING.

6) See = The subject term "Food, Chemistry of" will NOT be used. See or look for "Food - Analysis" and/or "Food - composition instead.

Food, Canned (TX552)
sa Cookery (Canned foods)
Fish, Canned
Fishery Products, Canned
Fruit, Canned
Meat, Canned
Poultry, Canned
Vegetables, Canned
x Canned foods
xx Canning and preserving
Food - Preservation
Packing-house products.
-- Labeling
Example under labels
-- Standards (Direct
-- Sterilization
Food, Chemistry of
See Food - Analysis
Food - Composition

You will notice that both "sa" and "xx" indicate related subject headings you could use in the public catalog. The difference is that terms under "sa" are either more specific than, or on the same hierarchical level as the bold face subject heading, while the terms under "xx" are usually broader in scope. You could set up the following hierarchy for example.

Canning and preserving (the most general subject term including all types of canning or preserving)

Food, Canned (more specific, canning of food only, not freezing or drying of food)

Fruit, Canned (most specific, canning of fruit only)

If in doing research on canned fruit, you were unable to locate materials under that subject heading in our catalog, you could try the heading Food, Canned. Materials on that more general topic might well have sections that addressed the topic of canned fruit.

Library Exercise 3

The fo lowing exercise will test your understanding of how to use the Library of Congress Subject Headings. To complete the following 5 questions, USE THE SAMPLE ENTRY ON THE PREVIOUS PAGE.

1. If you were doing a paper on the sterilization process of canned food, the subject heading you would use in the public catalog would be:
   A. STERILIZATION
   B. FOOD, CANNED - STERILIZATION
   C. CANNED FOODS - STERILIZATION

2. If your research topic was canned meats, what subject heading would you use in the public catalog?
   A. CANNED MEATS
   B. FOOD, CANNED - MEAT, CANNED
   C. MEAT, CANNED

3. To analyze what the components of various foods were, you would use which subject heading/s in the public catalog?
   A. FOOD - ANALYSIS
   B. FOOD - ANALYSIS as well as FOOD - COMPOSITION
   C. FOOD, CHEMISTRY OF

4. If you were interested in all of the products from a packing house, not just their canned foods, you would look under:
   A. PACKING-HOUSE PRODUCTS
   B. FOOD, CANNED - PACKING-HOUSE PRODUCTS
   C. CANNING AND PRESERVING - PACKING-HOUSE PRODUCTS

5. To find the government standards relating to canned food, you would use the heading:
   A. STANDARDS - FOOD, CANNED
   B. STANDARDS
   C. FOOD, CANNED - STANDARDS

The following questions are to be answered using the Library of Congress Subject Headings themselves to choose the correct broader and narrower subject term for a given topic. DO NOT REMOVE THE BOOKS FROM THE TABLE. See the example below:

Topic: Information on Indian tribes in this area
Broader term: Indians of North America
Narrower term: Menomonie Indians

If you found nothing in the public catalog by looking under the narrower term, Menomonie Indians, then you might find something about Menomonie Indians in a work about Indians of North America. You would try the broader term. Also, you might want to use the broader topic if you don't know the names of all the Indian tribes in this area.

Lastly, please note that the more current term "Native Americans" is not used. Library of Congress subject terms tend to be slow in responding to current terminology.

Answer the following questions by choosing the narrow and broad subject terms for the listed topics using the Library of Congress Subject Headings. Be sure to watch for cross references (See . . .) referring you to the proper terminology.

Topic: Basic information about how the consumer can use the legal systems to protect his/her rights.

6. The broader term for this topic is
   A. Consumerism
   B. Consumer Protection
   C. Consumer Rights

7. The narrower term for this topic is
   A. Consumerism - Law and Legislation
   B. Consumer Rights - Law and Legislation
   C. Consumer Protection - Law and Legislation

Topic: Aid to school systems for vocational education.

8. The broader term for this topic is
   A. Education, Vocational
   B. Vocational Education - Aid
   C. Vocational Education

9. The narrower term for this topic is
   A. Federal aid to Vocational Education
   B. Vocational Education - Federal Aid
   C. Education, Vocational - Federal Aid

Exercise 3
Continued

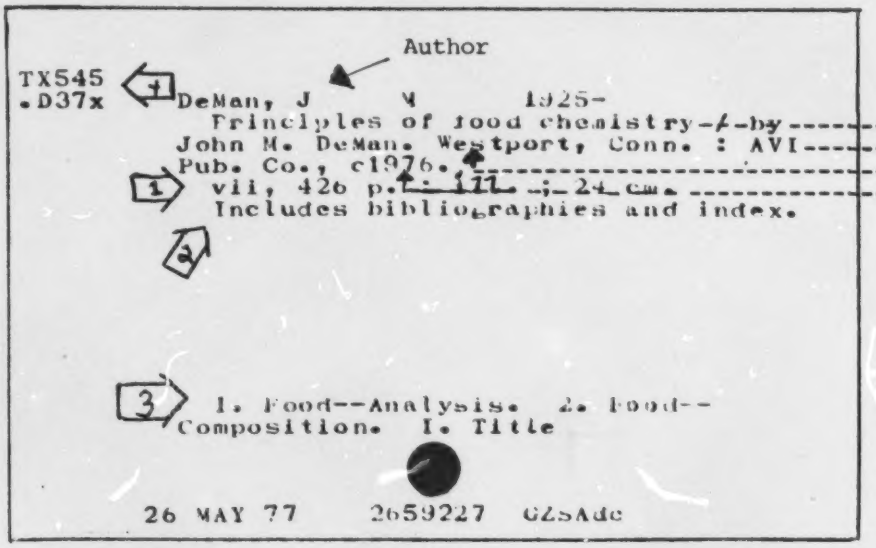
Using the Catalog Card

The cards in the card catalog can tell you a lot about the materials before you find them on the shelves. Listed below are some of the ways in which the card can be used.

1. to select material; to determine beforehand what may be useful and what is not.
2. to locate other information on the same topic.
3. to find necessary information for making a bibliography to go with your term papers.

Read the accompanying description on the next page, of the information on a catalog card. After you have read the description complete the questions following.

Catalog cards



The bibliographic information (author, title, publisher, date) needed for citing materials in a term paper appears on catalog cards. The date of publication helps you decide if the material is current enough for your topic.

1. This line is a physical description of the item, including number of pages if it's a book, or format and length if it's a non-book item. From your point of view, a book with only 12 pages might have less specific information than one with 300. Notice that this item includes illustrations (ill).

2. This section of the card will tell you if there is a bibliography or index in the book. Books with bibliographies can help you find more sources to look at. You can use the index in a book to determine quickly if a book covers your topic. If an item has no index, you may have to skim through portions of it. If the item is a film or other non-book item, this section may have a summary of the material.

3. This area ("tracings") lists the subject headings that have been assigned to the item. If you find one item that's exactly what you need, you can check this area for subject terms you can look up in the card catalog to find other materials on the same subject.

4. The call number tells you where to find the item in the library.

More about call numbers

Libraries use call numbers to bring the sources on a particular subject together on the shelf. For example, most cookbooks are found in TX, which makes it easy for you to check several cookbooks when you need cooking information. In this library we use the Library of Congress Classification System to organize the materials in our collection.

Exercise # 3

Mark the correct response on your answer sheet for each question about the sample catalog card. There is only one correct answer for each question.

TJ810
.C54x

Cheremisinoff, Paul N.
Principles & applications of solar energy / by Paul Cheremisinoff, Thomas C. Regino. Ann Arbor, Mich. : Ann Arbor Science, 197[illegible].
vi, 24[illegible] p. : ill. ; 24 cm.
Bibliography: p. 235-241.
Includes index.

1. Solar energy. I. Regino, Thomas C. II. Title

15 DEC 78 4213450 GZSAdc 78-50308

10. The call number for this item is
A. 78-50308 B. 4213450 GZSAdc C. TJ 810 .C54x

11. This item is
A. a film strip B. a videotape cassette C. a book

12. Which statement about this item is true?
A. Item will identify other sources of information.
B. You will have to browse through to determine if this item contains the information you want.
C. Item is probably too old to contain useful information on this topic.

13. Item has
A. One author B. Two authors C. An organization as an author

14. Which one of the following terms could you look up in the card catalog to find more information on this topic?
A. Principles and applications of solar energy
B. Solar Energy
C. Title

15. The publisher of this item is
A. Ann Arbor Science B. Paul Cheremisinoff C. Thomas Regino

16. This item does not include illustrations.
A. True B. False

17. The place of publication is
A. Ann Arbor, Michigan B. Ann Arbor Science C. not indicated

Exercise # 3
Continued

Finding Missing Books

Obtain a copy of the library publication "Finding Missing Books" from the Reference Desk. It's a small pink publication with "Finding Missing Books" on one side and "Finding Missing Magazines" on the reverse side. Actually, you can use the steps for "Finding Missing Books" to locate any of the non-book media shelved with the books.

Read the side which says "Finding Missing Books" and answer the questions below. There is only one correct answer for each question.

18. If you cannot find the item on the shelf, you should first
    A. recheck the call number in the card catalog.
    B. order a copy through interlibrary loan.
    C. find other sources of information.

19. To find out if the item has been checked out, see the
    A. Reference Desk.
    B. Interlibrary Loan Office,
    C. Circulation Desk.

20. If an item has been checked out you can
    A. put a hold on it at the Circulation Desk.
    B. order it through Interlibrary Loan.
    C. put a hold on it at the Reference Desk.

21. If an item is missing and not checked out, you should then
    A. order it through the Interlibrary loan.
    B. ask the Circulation Desk to search for it.
    C. ask the Reference librarian to search for it.
    D. both A and B

FINDING MISSING BOOKS

You've been in the stacks and can't find the book you want! Here are some hints:

1. Are you where the book should be? Are similar numbers nearby? If not, consult a map of the library.
2. If you are where the item should be, check right, left, above, and below the correct shelf to find misshelving.
3. Check nearby tables and sorting shelves.
4. Re-check public catalog to see if you have the right call number. Note special location symbols: Ref, EMC, etc.
5. Ask Circulation Desk staff to see if it's checked out. If so, place a HOLD request.
6. If it's missing, fill out an Interlibrary Loan form from the Reference Desk and a SEARCH request at the Circulation Desk. Turn them in together at Circulation. If we can't find our copy, we'll borrow a copy (2-4 weeks for delivery).
7. See the Reference Librarian for other sources of information.

(OVER)

FINDING MISSING MAGAZINES PSR 22 11/81

1. Re-check the Periodical & Newspaper Holding Record for location of the issue you want.
2. If you are looking for paper issues:
   a- check right, left, above and below shelf where it should be.
   b- check study carrels and sorting shelves in the periodicals stack area.
3. If you are looking for microfilm issues:
   a- check the same places as above for paper issues.
   b- check in and around film readers.
4. If you are looking for microfiche issues:
   a- check for misshelving in drawers where item should be.
   b- check wire sorting baskets on top of filing cabinets.
   c- check in and around fiche readers.
5. Ask Circulation to put a SEARCH on it.
6. Magazine article ripped out! Bring magazine to Reference Desk so we can replace it, and ask for an Interlibrary Loan.
7. See the Reference Librarian for other sources of information.

(OVER)

p. 22 insert

BEGINNING RESEARCH STEPS

With this lesson we begin examining a method of approaching a research topic, or constructing a search strategy. Using a strategy, you should be efficient in finding the information you need, even with no prior knowledge of a topic. The basic approach to be discussed can be used in any library, for essentially any subject, except current events topics.

When finished with this lesson, you should be able to

1) formulate an approach to beginning research on any topic.
2) identify appropriate materials to use in the first stages of research on suggested topics.
3) use encyclopedias most effectively.
4) identify and locate subject specialized encyclopedias through the use of the public catalog.
5) determine when it is appropriate to use each of the two types of encyclopedias.

You already have a head start by having completed the previous lessons. You know how the library is organized and how to use the public catalog. Now you're ready to choose a topic. Often the topic, or general area of the topic is decided for you by the instructor or type of course you are taking. If not, you'll have to choose. Don't worry yet about having a very specific topic. If you have a broad subject field, the search strategy can help you narrow down to something more specific.

At this point you are ready to start a process which will 1) give you a broad overview of the subject, 2) identify some source materials in your field 3) allow you to narrow your topic down. You can start with the Library of Congress Subject Headings by looking up your general topic. Note the various subdivisions or related subject headings of interest. Perhaps at this point you may decide that some aspects of the topic are more interesting to you than others. In any case, go to the public catalog with the broad subject heading, and/or subdivisions of the heading. Locate some general books or texts. Background reading, or skimming of these materials should give you a broad overview of the subject area.

After that, you should become specific in defining the topic of your research. A book on industrial management might interest you in some specific production methods, which would be appropriate for indepth treatment in a short research paper. Remember, the shorter the paper, the more specific or narrow your topic must be, to allow for sufficient detail and analysis.

These general books in your subject area have another important use in your search strategy. Frequently they will have bibliographies which will identify sources of information on your topic. You can start compiling a working bibliography from these. See if you can locate some of these materials here at the library. You should determine at this point whether or not you will be able to locate enough materials to pursue this research topic.

(over)

Encyclopedias

Another type of tool is available in the library to help you begin research by, again, 1) giving the broad overview, 2) helping narrow the topic, and 3) identifying other sources. That tool is an encyclopedia. You can go to the encyclopedias for help either before or after going to general books on your subject. Both are useful in the beginning search strategy. Remember that encyclopedias are used for background reading to get you started on a topic, but they are not usually quoted in the formal research paper. An exception might be made for the definition of a specific concept or term you will be discussing. The bibliographies at the ends of the articles frequently list classic sources of information. Though sometimes outdated, these sources can provide background information that will help you evaluate the significance of the most current information you will find later.

The general encyclopedias are shelved in the Reference collection of the library with call numbers beginning "AE5...". Included here are six different sets, the most useful to you being Colliers Encyclopedia, Encyclopedia Americana and Encyclopedia Britannica.

An encyclopedia is usually organized in an alphabetical arrangement. Do not make the mistake of going straight to the volume you think you'll need. First consult the index volume. Many times topics do not get a whole entry in an encyclopedia, but are included as a part of a larger article or articles. For example, by using the index to Encyclopedia Americana, you will see that information about bone china is found in a larger article on pottery. If you have looked in the "B" volume under bone china, you would have found nothing, whereas the index tells you exactly what volume and pages to use.

When we hear the word "encyclopedia", the many volumed general sets like those above, immediately spring to mind. However, there are many specialized subject encyclopedias, ranging from one volume to many volumed sets, that can be helpful. The main difference between a general encyclopedia and a special subject encyclopedia is the scope. Because it is limited to a specific field, a subject encyclopedia has the space to give an indepth analysis to all aspects of a particular subject. Theoretically this is true, however you will find some one or two volume works covering such broad subject fields that they are little more than dictionaries. In most instances though, the articles found in subject encyclopedias will be more detailed and technical than those found in general encyclopedias. The bibliographies at the ends of the articles will be longer, and perhaps more up to date.

The special subject encyclopedias are identified through the public catalog under a general subject heading, and the subdivision "Dictionaries". For example, "Psychology - Dictionaries" would be an appropriate subject heading to lead you to encyclopedias (and dictionaries too) in the psychology field. Subject specialized encyclopedias are most frequently shelved in the Reference collection.

Library Exercise 4
Set A

Some important titles for you to be aware of are:

McGraw-Hill Encyclopedia of Science and Technology *Ref. Q121 .M3 1982*

International Encyclopedia of the Social Sciences *Ref. H40 .A115*

Encyclopedia of Education *Ref. LB15 . E47*

A good example of a one volume encyclopedia is:
Focal Encyclopedia of Film and Television Techniques. *Ref. TR847 .F62*

Take some time to examine these encyclopedias, as you will be using them to complete this exercise.

Through the use of encyclopedias and other general works found by using the public catalog, you should have a good start on your search strategy. Let's see if you're ready to move on.

(over)

Library Exercise 4
Set A

After reading the previous pages, you should be able to answer the questions on this page. The other questions will direct you to actions in the library which will lead to correct answers. Be sure to mark only the correct answer for each question on your answer sheet. Be sure to label your answer sheet "Set A". There are two versions of this exercise.

1. Which of these steps comes first in doing a research paper?
   A. Finding some newspaper articles.
   B. Constructing a bibliography.
   C. Locating some general books on the subject.
   D. Finding some magazine articles.

2. Background reading in your subject area is an important step in the research process because
   A. it can help you choose a more specific topic.
   B. it can provide you with a broad general perspective on your subject.
   C. it may refer you to other sources of information.
   D. all of the above.

3. General encyclopedias are useful for
   A. quoting in your research paper.
   B. giving the most recent information on your topic.
   C. referring you to the most up to date sources of information.
   D. providing background information on your topic.

4. Special subject encyclopedias are more useful than general encyclopedias for
   A. giving a more detailed analysis of the topic.
   B. defining terms.
   C. technical details of a topic.
   D. all of the above.

5. For a review article examining the Montessori method of preschool education, the best choice is:
   A. Encyclopedia Americana.
   B. International Encyclopedia of the Social Sciences.
   C. Encyclopedia of Education.

6. What approach could you take if beginning research on insecticides?
   A. Go to the public catalog with the subject heading INSECTICIDES (found in the Library of Congress Subject Headings) to locate some general books.
   B. Go to the McGraw-Hill Encyclopedia of Science and Technology for a review article.
   C. Go to the Applied Science & Technology Index for journal articles.
   D. Either a or b.

Library Exercise 4
Set A

7. For philosophical topics, you could consult which of the following special encyclopedias in our library? (Use the subject approach "Philosophy - dictionaries" to check our public catalog.)
   A. Gander's Encyclopedia of Philosophy.
   B. The Encyclopedia of Philosophy.
   C. The Basic Encyclopedia of Philosophical Perspectives.
   D. All of the above.

8. Using the subject heading "Biology--dictionaries" in the public catalog, choose the encyclopedia you would use for a biological topic.
   A. The Encyclopedia of the Biological Sciences.
   B. Macmillan's Encyclopedia of the Biological Sciences.
   C. Russel's Encyclopedia of Biology.
   D. Both a and b.

Please consult the works listed to answer the last questions. Call numbers were given earlier in the exercise. All items with "Ref." on top of the call number are shelved in the Reference Room. Look there, by call numbers, on the shelves. The arrangement is alphanumeric order. Remember to use the index volumes when consulting these encyclopedias.

9. Which encyclopedia/s has/have information about communication satellites?
   A. The Focal Encyclopedia of Film and Television Techniques.
   B. McGraw-Hill Encyclopedia of Science and Technology.
   C. Encyclopedia of Education.
   D. Both a and b.
   E. All of the above.

10. In Encyclopedia Britannica, information about the Iron Curtain appears in
   A. The Micropedia v.V p.430.
   B. The Macropedia v.4 p.599.
   C. The Micropedia v.V p.430 and the Macropedia v.4 p.599.
   D. The Micropedia v.V p.430 and the Macropedia v.9 p.894.

11. In the International Encyclopedia of the Social Sciences where could you find information about outpatient clinics?
   A. v.11 NADE to PERS
   B. v.6 FREU to HUME
   C. v.2 BACK to COLL
   D. v.12 PERS to PSYC

12. In the 1982 McGraw-Hill Encyclopedia of Science & Technology, where could you find information about synthetic rubies?
   A. v.6 v.14 v.10 v.11
   B. v.11 v.12
   C. v.6
   D. None of the above.

(over)

Set A

13. In the Encyclopaedic Dictionary of Physics, (Ref. QC5.E52) the index volume is
    A. v.8
    B. v.9
    C. v.7
    D. None of the above.

14. In the Encyclopaedic Dictionary of Physics, information about probable error can be found:
    A. in volume 3.
    B. under Errors, theory of.
    C. All of the above.
    D. None of the above.

Library Instruction
Exercise 5

SOURCES FOR FINDING ARTICLES AND CURRENT EVENTS INFORMATION

The next step of the search strategy, finding magazine, journal or newspaper articles through the use of an index, must occur only after doing background reading on a topic. Current events topics are an exception; research on such topics is begun at this step, since the information would not be available in the older published materials located through the public catalog. In lesson two, you learned to differentiate between the popular news information found in magazines and newspapers, and the professional information found in journals. Remember that newspaper articles are usually narrow in scope, limited to a brief reporting of facts. Magazine articles are good for general information, but have simplified the facts and issues for layman. The journal articles, written by subject specialists, will be more detailed and technical, frequently requiring that you have some background information on the topic.

From working through this lesson you will
1) Know when and how to use fast facts or current events sources of information.
2) Be able to choose the appropriate journal index for suggested topics.
3) Know how to decipher citations used in the various indexes.
4) Be able to use the Periodical and Newspaper Holdings Record to locate the magazines, journals and newspapers in the library.

Current Events and Facts Sources

We will begin by discussing how to locate current events information, and fast facts information. You should view the slide/tape Newspaper Indexes in conjunction with this part of the exercise.

There are five different newspaper indexes in the library. All are shelved on index tables in the reference room. One of the most useful is the New York Times Index, an index to one of the largest newspapers in the United States. We receive the New York Times Newspaper on microfilm, so any articles found in the index will be available here in the library. Keep in mind that newspaper articles do not summarize events, but report on day-to-day happenings or developments. However, the New York Times Index itself can help you summarize events. By reading through the descriptive statements on all of the articles listed under one subject, you will have a summary of the important points of a particular event or current topic of concern. Remember that the New York Times Index is slow to arrive so there is a time lag between when the article appears in the New York Times newspaper and when we receive the index.

In the New York Times Index, subjects are arranged alphabetically letter by letter. If the index does not use the subject heading you've chosen, try some synonyms. Perhaps you need to choose a broader subject term. The broader approach works well with this index as all the developments of an event are usually grouped together under the general heading for the topic. For example, articles about current fashions in swimwear are found under the heading "Apparel". Cross references are frequently used to lead you to the alternate

(over)

terms used. In this case looking under swimwear will direct you to see the term "Apparel".

NewsBank is a service that indexes a variety of other newspapers in the United States. However, the index is selective; it limits itself to articles in the areas of urban and public affairs. To see what categories of topics are covered, take a look at the dividers in any one of the cumulative indexes found on the index tables in the reference room. To use the service, look up your subject topic in the black folder "Guide to the Index". It will refer you to the correct category and terms to use to locate articles. A handout by the NewsBank indexes gives the details of the process. In Jan. 1982, NewsBank changed its format, so in issues from 1982 and on, just look up your subject as you do in any index. A real advantage to this service is that we have all of the articles on microfiche in a cabinet in the Reference Room.

Sometimes newspaper articles are used just to pull out some current facts and/or figures. However, a more efficient way to locate fast facts on current events is through Facts on File, a weekly news digest of events. This is not an index to newspaper articles, but a collection of digests or summaries of news events. It is also the most up to date indexed source of current events information that we have. The service, updated weekly, only lags two-to-three weeks behind, though it does take one-to-two months for the index to arrive. Go here for fast facts, dates and quick summaries of the most current events. This is shelved in Reference, Ref D410 .F3.

Editorials on File (Ref D839 .E3) is a sister service to Facts on File, but here, full editorials are printed as they appeared in newspapers all over the country. Subject access is by a cumulative index in the back of the volume. The service is published twice a month, but the time lag is two-to-three months for the editorials and three-to-four months for the index. Here's how that works. If an editorial was published in the Detroit Free Press Sept. 1, 1979, it would appear in the Editorials on File issue dated Sept. 1-15, 1979. However, the issue itself, would not arrive at the library until Nov. 1979, and the index to the issue wouldn't come until Dec. 1979. When this time lag is not a problem, this service is a convenient way to locate opinions on, or interpretations of current events.

Magazine and Journal Indexes

In conjunction with this section you should view the slide/tape Magazine Indexes. The first index discussed there is Reader's Guide. This is the index to take you to the popular magazine articles written for the general public. Almost any conceivable topic of current public interest can be found here, including the current events information you would find in magazines such as Time and Newsweek. You can use these types of articles for background or general information.

For the specialized professional information you need in a research paper, you would go to a journal index. The slide/tape will introduce you to a number of our indexes in various subject fields. The indexes are organized and used in the same manner as Reader's Guide. The difference is that they provide access to the professional journals in the specific subject fields.

The most challenging part in using any of these magazine or journal indexes, is determining what subject headings to use. The indexers use "free language", which means that, unlike the public catalog, there is no set list of subject headings used. So you must look under the most likely topic to come to mind. Be sure to start looking in the most recent bound volume of the index, unless you're looking for a current events topic that occurred more recently than those dates covered. The bound volumes index articles published in the time span of one year. It's far more likely that your topic had articles written about it in the time span of one year, than in the monthly or quarterly time span covered by the paperback updates to the index. Once you've determined the subject heading/s to use, you can go forward to more current issues, or back through the years of bound index volumes for more articles.

If you are having trouble finding your subject, again, think of synonyms or broader or narrower terms. Remember to check through all of the subdivisions under broader terms, such as "Marketing" for the specific aspect of your topic. Watch for cross references ("See" instructions) and suggestions for additional subject headings to use ("See also" instructions). The different components of the citations you find are explained on the slide/tape and in the first few pages of each volume of every index.

Periodical and Newspaper Holdings Record

After you have copied a list of citations to magazine or journal articles that look promising, you will have to check our Periodical and Newspaper Holdings Record to determine whether or not the library owns the magazine title and issue that you need and where it is located. Find the microfiche station titled Periodical and Newspaper Holdings Record near the indexes. The Record appears on three microfiche which list the titles of our periodicals in alphabetical order. (This same record is available in various locations throughout the library in both microfiche and paper copy format.) Obtain a copy of the publication near the Record entitled "Periodical and Newspaper Holdings Record" for the details on using and understanding the information found on the Record. From this information you should be able to locate the magazine, journal and/or newspaper issues in the collection. If you have trouble finding issues owned by the library, consult the small pink publication available at the Reference Desk on the side labeled "Finding Missing Periodicals".

By now, having used a search strategy, you should have a fair amount of information on your topic gathered together, from encyclopedia articles, books you have located through the public catalog, and now these periodical articles. If you're satisfied, it's time to read, assimilate and synthesize this information for your research paper. Your search strategy is completed. If you feel a need for more information you may have to learn how to use some of our abstracts to locate more specialized articles and research. If so, please see a reference librarian for help. If you do not especially need current information, perhaps a bibliography can help you identify both books and articles on your topic. Again, please see a reference librarian. Now let's see if you've met the objectives for this portion of the search strategy.

(over)

Library Exercise #5

The following questions should be answered after you have read the preceding material and viewed the slide/tapes Magazine Indexes and Newspaper Indexes. There is only one right answer per question. To answer the starred items, you will have to examine the listed materials. For the rest, apply what you have learned from the slide/tapes and information with this lesson.

1) If you wanted to find the most recent personnel appointments made by the president, the best source would be
   A. Reader's Guide.
   B. Public Affairs Information Service.
   C. Facts on File.
   D. New York Times Index.

*2) To find citations to newspapers articles on the labeling of food in NewsBank index volumes, prior to 1982, you would look under
   A. Labeling, Food.
   B. Consumer Affairs - Food - labeling.
   C. Food labeling.
   D. Labeling, Food - Consumer Affairs - Food - Labeling

*3) To find the latest update in Facts on File on the newest world crisis you would
   A. go to the yellow index pages.
   B. go to the blue index pages.
   C. go to the index of latest issues.
   D. go to the tables of contents of the latest issues.

*4) Information on taxation in the United States could be found in
   A. NewsBank, (starting with 1982 issues) under "United States - taxation".
   B. New York Times Index under "Taxation - United States" and "Taxation - Federal Taxes (U.S.)".
   C. Reader's Guide under "Taxation - United States".
   D. All of the above.

5) For journal articles on how birth order affects personality development, the best choice is
   A. Biological and Agricultural Index.
   B. Social Sciences Index.
   C. Humanities Index.
   D. All of the above.

6) The best source for articles on high school dropouts would be
   A. Education Index.
   B. Humanities Index.
   C. Business Periodicals Index.
   D. Public Affairs Information Service.

7) The most likely source for articles on outdoor sculpture is
   A. Applied Science and Technology Index.
   B. Art Index.
   C. Humanities Index.
   D. Education Index.

Library Exercise # 5

8) If you needed some journal articles on the productivity of laborers in manufacturing, you could go to:
   A. Applied Science and Technology Index
   B. Humanities Index
   C. Business Periodicals Index
   D. Both a and c.

9) The volume number in the following citation is:
   "To the classroom barricades. Economist 267:21 AP 1 '78."
   A. 21.
   B. 1.
   C. 78.
   D. 267.

*10) If you were looking for specific volumes of Electronics magazine, which could you find in Stout's library? Use the PERIODICAL AND NEWSPAPER HOLDINGS RECORD.
   A. v.17, v.19.
   B. v.15, v.33.
   C. v.19, v.52.
   D. v.1, v.46.

*11) The library's holdings for Social Forces are
   A. Library has no holdings.
   B. v.8 - 48.
   C. v.7 - date
   D. v.8 - 58.

12) The best source for articles documenting research studies on cohabitation would be
   A. Social Sciences Index
   B. Humanities Index
   C. Reader's Guide
   D. Biological and Agricultural Index

13) The best source for articles on teaching hyperactive children how to read would be
   A. Reader's Guide
   B. Social Sciences Index
   C. Education Index
   D. Biological and Agricultural Index

14) What does 3 stand for in the following citation from N.Y. Times Index?
   "Sears Roebuck & Co.
   Reports 3d-quarter net income . . . (M),N222,IV,3:5"
   A. Date
   B. Page
   C. Column
   D. Section

*15) For an article that reviews the film Deer Hunter you would look in Reader's Guide v.39 under
A. Deer Hunter
B. Film reviews - Deer Hunter
C. Motion picture reviews - Single works - Deer Hunter
D. Reviews of films - Single works - Deer Hunter

*16) For articles on the Head Start program for preschoolers you would look in the Education Index under
A. Preschoolers - Head Start.
B. Head Start program.
C. Head Start project.
D. Project Head Start.

APPENDICES

Library Exercises - Pre-test / Post-test

There is only one correct answer for each of the following questions.

1. Books and media in the general collection are shelved by
   A. Physical description.
   B. Library of Congress classification system.
   C. Dewey Decimal classification scheme.
   D. Author.

2. Which is true about the Periodical Collection?
   A. The Periodical Collection contains bound volumes, some paper issues and microfilm and microfiche.
   B. All magazines except older issues are in the Periodical Collection.
   C. Microfilms and microfiche are shelved in the file cabinets outside the entrance to the Periodical Collection.
   D. Magazines are arranged in call number order.

3. The reference desk is a place to
   A. Check out materials.
   B. Ask a librarian for help.
   C. Ask for Interlibrary loan.
   D. Both b and c.

4. The card catalog has cards for
   A. audiovisual media and books.
   B. magazines and books.
   C. just books.
   D. audiovisual, books and magazines.

5. The card catalog in this library
   A. has a separate alphabetical file for subject cards.
   B. has author, title and subject cards filed in separate alphabetical sequences.
   C. has <u>all</u> the cards filed in one alphabetical sequence.
   D. has a separate alphabetical file for author cards.

6. A journal article differs from a magazine article
   A. in length.
   B. in physical appearance.
   C. because a journal article is written for the general public.
   D. because a journal article is written by a subject specialist.

7. The best place to start background research on the stages of child development is
   A. a magazine or newspaper index.
   B. a journal index.
   C. the card catalog.

8. For the <u>current scientific research</u> on food additives, use
   A. a magazine or newspaper index.
   B. a journal index.
   C. card catalog.

9. Which is the correct filing arrangement in the card catalog?

A.	B.	C.
Patfoort, G.A.	Patfoort, G.A.	Patfoort, G.A.
Path I trod.	Path I trod.	The pathfinder.
PATHOLOGY	The path to home.	Path I trod.
The path to home.	The pathfinder.	PATHOLOGY
The pathfinder.	PATHOLOGY	The path to home.

10. Which of the following cards would come <u>last</u> in the card catalog?
    A. Asimov, Isaac.
       The moon.
    B. Asimov, Isaac.
       Fantastic voyage
    C. Asimov, Isaac.
       Buy Jupiter, and other stories.
    D. Asimov, Isaac.
       Nine tomorrows; tales of the near future.

11. Which is the correct order of cards in the card catalog?

A.	B.	C.
Hope, Karol.	Hope against hope.	HOPE
HOPE	HOPE	Hope against hope
Hope against hope.	Hope, Karol	Hope, Karol.

12. The work, <u>Library of Congress Subject Headings</u>,
    A. lists only subject headings used in our card catalog.
    B. helps you choose subject terms to use in the card catalog.
    C. does not identify subjects related to your topic.
    D. lists subject headings to use in periodical indexes.

13. When beginning research on a topic, you should first
    A. find some dissertations.
    B. check with Interlibrary Loan.
    C. do some background reading.
    D. use the microfiche indexes.

14. Which is <u>false</u>?
    An encyclopedia
    A. may have only one volume.
    B. is useful for background reading.
    C. is always quoted in a research paper.

15. Which is <u>false</u>?
    An encyclopedia
    A. may be specialized to cover a particular subject area.
    B. has the most current information.
    C. should be approached through its index.

16. To find a specialized encyclopedia on computers, you would look in the card catalog under
    A. COMPUTERS - DICTIONARIES
    B. ENCYCLOPEDIAS
    C. DICTIONARIES - COMPUTERS

LC5215
.P39

Paterson, Ronald William Keith.
Values, education, and the adult / R. W. K. Paterson. -- London ; Boston : Routledge and Kegan Paul, 1979.
viii, 306 p. ; 22 cm. -- (International library of the philosophy of education)
Includes bibliographical references and index.

1. Adult education. I. Title II. Series

07 DEC 79 4714002 GZSAdc 79-40680

17. Which number from the above card is the call number?
A. 306
B. LC5215 .P39
C. 4714002
D. 79-406

18. Which statement about the above item is false?
A. One of the authors is Kegan Paul.
B. The subject heading for the book is Adult education.
C. The book was published in 1979 in London and Boston.
D. Other materials on the topic are cited in the book.

19. Reader's Guide is
A. a reference book of literary characters.
B. a journal index in the field of English literature.
C. an index to popular magazine articles.
D. a reference book reviewing literary works.

20. For factual information on an important foreign policy decision made by the president in the last month, you could use
A. Facts on File.
B. Reader's Guide
C. New York Times Index.
D. Social Sciences Index.

21. The best journal index to use for the topic of retail advertising is
A. Applied Science and Technology Index.
B. Social Sciences Index.
C. Humanities Index.
D. Business Periodicals Index.

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22. The Periodical and Newspaper Holdings Record is
    A. a record of all of the microforms in the library.
    B. a list of magazines, journals and newspapers owned by the library.
    C. a periodic revision of the record of newspaper holdings in the library.
    D. a list of periodicals and newspapers being held for binding.

23. For finding articles that document scholarly research on one-parent families, the best source would be:
    A. Humanities Index.
    B. Reader's Guide.
    C. Social Sciences Index.
    D. Library Literature.

24. The catalog card on the previous page is
    A. an author card.
    B. a title card.
    C. a subject card.

25. If you were using Library of Congress Subject Headings and found this
    "Interior design
        see Interior decoration"
    for your topic, what would you do?
    A. Look up Interior design in the card catalog
    B. Look up Interior decoration in the card catalog.
    C. Look up Interior decoration in the card catalog and in Library of Congress Subject Headings to see what related terms can be used.
    D. Look up Interior decoration in Art Index.

LIBRARY LEARNING CENTER

TOUR

Welcome to the Library Learning Center. This tour is designed to acquaint you with the facilities and resources of the library in the order in which you would most likely use them.

You will find that the library's collection of materials reflects Stout's role as a special mission university. The collection has been developed to meet your needs in your course work. You should also know that besides books, the library has audiovisual materials. Audiovisual materials, with the exception of 16mm films, are shelved together with the books as you will see later in this tour.

The tour will take about 30 minutes to complete depending on how much browsing you do. Before we begin, take a look at the floor plans accompanying this tour. Each of the numbered stations on the maps refers to an easily found landmark. At each station I will tell you about the area, and then you will hear this tone. Whenever you hear the tone, stop the recorder and go to the next station using the path indicated on the floor plans, and then restart the recorder. Feel free to browse as long as you wish before going to the next area.

One final note before we begin the tour. None of the numbered stations will change location. They refer to permanent areas. However some of the other items I will mention may be moved. If so, look around where an item should be. Chances are it hasn't gone too far. Ask at the Circulation or Reference Desk if you can't find it. Now let's begin. Turn off the tape recorder and go to the first station.

STATION 1 PUBLICATIONS

You will recall that this tour will present facilities in the order in which you would probably use them. The first stop is the publications area. Here are free materials explaining the services and policies of the library, and maps of the library. Additional subject specialized handouts are located near the Reference Desk. If you need a biography of a famous person, statistics, or directions on using specific sources, begin by browsing through the library publications. Chances are we've put together just the item you need to get started.

STATION 2 PUBLIC CATALOG

By using the public catalog you can identify introductory works on your topic and reference works such as handbooks, subject specialized encyclopedias and dictionaries. These will help you get the necessary background information on your topic. You can also locate more advanced and detailed works through the public catalog when you are ready for them. Audiovisual as well as print material can be identified through the public catalog.

Using the public catalog effectively will save you alot of time. A learning package and handouts on how to use the public catalog are available. Ask at the Reference Desk.

STATION 3 REFERENCE SERVICE

Staffed by professional librarians, the Reference Desk is the place to come to for guidance on where to find information or in choosing or narrowing a topic. Reference Staff will also explain how to use specific reference tools, and generally help you when you have trouble finding or identifying the information you need.

You can also request items the library doesn't own here at the Reference Desk. Ask for Interlibrary Loan.

STATION 4 REFERENCE COLLECTION

Some of the materials you will identify in the public catalog may have REF above the call numbers. They will be shelved here by call number with all materials on similar topics shelved together. Items in the reference collection include handbooks to tell you how to research certain disciplines, subject specialized encyclopedias and dictionaries, bibliographies, statistical information, mathematical tables and numerous other very useful types of information.

Generally reference items give you quick factual answers, directions on how to research, or listings of information sources on your topics. Reference materials cannot be checked out.

STATION 5 INDEX TABLES

Located at this station are indexing services which help you to identify magazine, journal, and newspaper articles on specific subjects so you don't have to page through lots of magazines or journals. Some of these indexes also list books. These indexes cover a wide range of subject areas including education, business, applied technology, social work, medicine, nutrition and women's studies to name just a few.

Journal articles identified through these indexes will be more current and narrower in scope than materials identified through the public catalog, but usually require some prior knowledge of the subject area.

For the most part, indexes on the index tables cover the years 1976 and later. Older issues of many indexes can be found in the index stacks nearest the index tables. Indexes on both the index tables and index stacks are shelved alphabetically by title.

STATION 6 INDEX STATIONS

At these stations are copies of a set of microfiche called the Periodical and Newspaper Holding Record or PNHR. Not all the magazines, journals, or newspapers listed in the indexes are actually owned by Stout. To learn which of these the library receives and in what format they are kept, check the Periodicals and Newspaper Holdings Record. It lists magazines, journals and newspapers alphabetically by title and also contains a list of them by broad, general subject area. Copies of the Periodicals and Newspaper Holdings Record can be found in the periodical stacks on the second floor and throughout the library.

Also at these index stations are keyword indexes (also called KWOC indexes) to various special collections in the library. Take some time now to examine the indexes found here. Similar index stations can be found throughout the library.

STATION 7 MICROFICHE AND OTHER SPECIALIZED COLLECTIONS

In this area are microfiche collections all of which have their own separate indexes either accompanying them or available in the Reference area. Near here also are such specialized collections as the Map Collection, the Travel and Tourism Collection and the Vertical File.

The Vertical File is a series of file cabinets containing a collection of pamphlet and booklet materials on a wide variety of subjects usually narrow in scope. Vertical File materials are not in the public catalog but have a separate index which is a key word out of context or K-W-O-C index. An item in the Vertical File is indexed by any of the significant or key words in its title in this index.

You will find a copy of the Vertical File Index on top of the Vertical File cabinets and at the index stations. Take a look at it. It is a good example of a key word out of context or KWOC index. You now know the three main keys to this library's materials. They are the public catalog, the magazine, journal and newspaper indexes used with the PNHR, and lastly, the Key Word Out of Context indexes.

STATION 8 EDUCATIONAL MATERIALS CENTER

This is the Educational Materials Center, commonly called the EMC. The EMC houses special materials for teacher education students including a text book collection, sample curriculum guides, and a collection of school library materials such as children's literature, pamphlets, and posters.

If you're in the teaching field, you'll certainly spend time here. Materials in the EMC can be checked out at the Circulation Desk. The EMC is a place you might like to explore on your own. Why not take the time now?

STATION 9 CENTRAL STAIRCASE

As you may have concluded, the first floor contains mostly tools to help you identify and locate information. Most of the materials identified on the first floor will be shelved on the top floors.

Station 9 is the central staircase which you will be using to complete the rest of the tour. Directions for the next two floors will be based on your location as you come off of this central staircase. Note also the elevator right next to the stairway. The central staircase and elevator are the only ways to get to the top floors. You will find Station 10 on the second floor.

STATION 10 HELP PHONES - 2nd Floor

As you exit from the stairway or elevator on any of the top four floors, you will find two help telephones. One connects you with the Circulation Desk and the other to the Reference Desk.

STATION 11 CANTEEN/SMOKING AREA

This is the only place in the library where you can have food. We ask you not to take food or to smoke in other areas of the library as there has been damage to equipment and library materials. If you have food or are smoking in an unauthorized area, you will be asked to remove it immediately.

STATION 12 GROUP STUDY ROOMS

You will find group study rooms such as these in the same location on the next three floors. These rooms are to be used by groups of 2 or more for class projects etc. and are available by reservation. Please move on to Station 13.

STATION 13 PUBLIC EQUIPMENT AREA

All of the second floor is devoted to magazines, journals and newspapers, commonly called "Periodicals" because they are published "periodically". Many of our periodicals are held in microformat, that means in microfilm or microfiche.

Consequently, at the Public Equipment Area you find equipment for reading microforms, copying microforms on to paper and for paper copies of periodicals as well. You will find Public Equipment Areas in the same general location on the next 3 floors. Take some time to examine another equipment area during this tour.

STATION 14 CURRENT PERIODICALS DISPLAY AREA

In this area you will find the latest issues of newspapers and some (not all) of the current issues of selected, high use magazines and journals. They are arranged alphabetically by title.

STATION 15 PERIODICALS STACKS

On either side of station 14 are the Periodicals Stacks. All of the magazines, journals and older copies of newspapers are shelved here alphabetically by title. Microfilm and paper copies of magazines and journals are shelved together. Microfiche copies of magazines and journals are filed in the metal cabinets at the east end of the periodicals area.

Due to their high use, periodicals are not checked out. Since you will probably be using this area a lot, turn the tape player off now and take some time to look around. When you're ready, proceed to Station 16 on the 3rd floor.

STATION 16 GENERAL COLLECTION

In this library we use the Library of Congress classification system to organize our materials. In this system, each field of knowledge gets a letter. For example, education is L, science is Q, and American History is E. These broad categories are broken down by adding more letters and numbers so that each item in the collection has its own number. To find a specific item, you would usually start by finding the call number in the public catalog on first floor.

The call numbers begin with A on the top floor and continue downstairs ending here on the third floor with Z. There are signs at the ends of the stacks indicating the call numbers shelved in each stack. Take some time to examine the stack area, and you will see that books and audiovisual materials are all shelved together.

STATION 17 AREA RESEARCH CENTER

This is the Area Research Center or the "Archives" for short. If you are interested in old photographs, historic buildings, tracing your ancestors, Stout's history, the history of Menomonie, Dunn, or Barron County, people, businesses, or organizations in the area, or if you are simply curious, this is the place to visit.

Because it is a branch of the State Historical Society of Wisconsin, the Archives is able to borrow the manuscript and archival materials at the Society in Madison. The subject range of this material is virtually unlimited and is national in scope. Perhaps you would like to ask the Archivist for a tour of this special and unique collection.

STATION 18 PUBLIC EQUIPMENT AREA

Here you will find a variety of audiovisual equipment to use with the audio-visual material shelved in the collection as well as copy machines. You will find Public Equipment Areas in the same area on the top four floors of the library.

Station 19 is the only station on the Fourth Floor. You can go upstairs to Station 19 or stay where you are, and I will describe Station 19 to you. We will not be going to the 5th floor. If you examine the floor plans for the 5th floor, you will notice the same arrangement as on 3rd and 4th Floors.

STATION 19 OPEN RESERVE

Station Nineteen is the open reserve section. Here you can find items that have been placed on reserve by your instructors. There are computer printouts to help you find the materials you need -- one by the author of the item, one by the title and another one by the instructor's name.

The printouts will supply the call number under which you will find the item shelved in the Open Reserve Area. Complete instructions for using open reserve are posted by the collection.

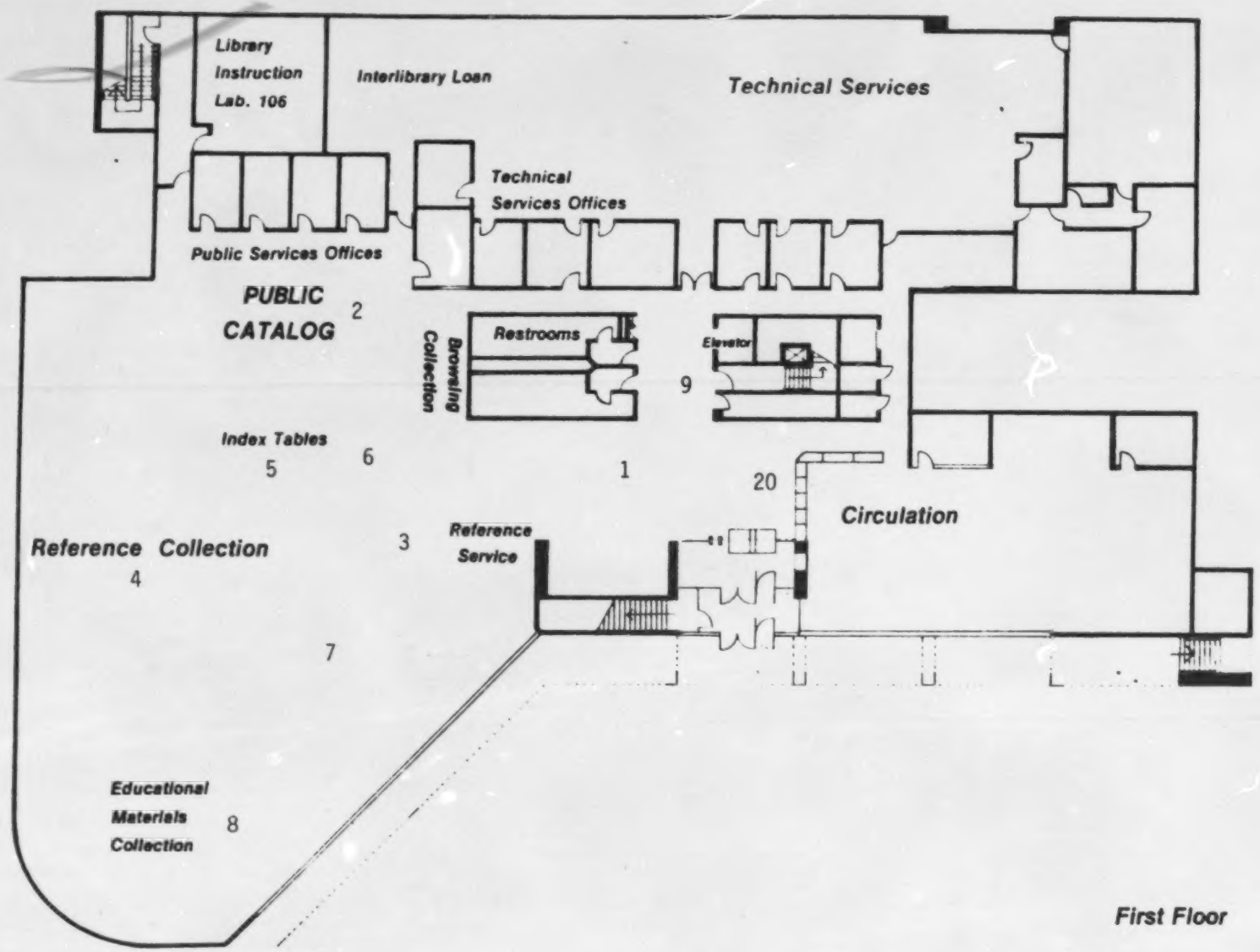
You will find Station 20 on the first floor.

STATION 20 CIRCULATION DESK

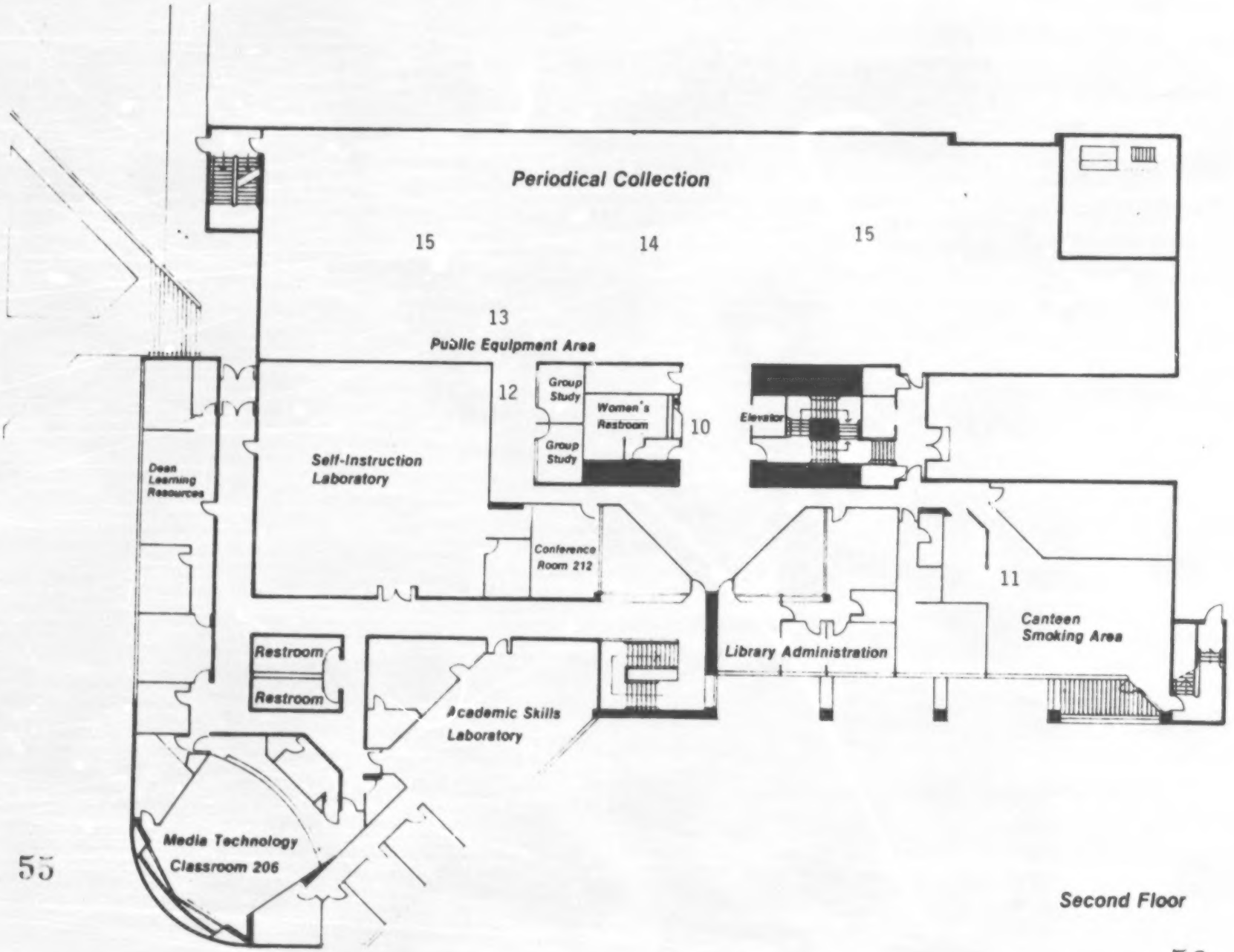
Station 20 is the Circulation Desk. The student assistants here check out AV equipment, films, books, and other media from the library's circulating collection. You can also request searches for missing items and place holds on items checked out so you can use them once they're returned.

This concludes our tour of the Library Learning Center. We hope you found it informative and interesting. If you have any questions now or in the future, please ask the Reference Librarian. We're here to help you.

If you are listening to the recorded version of the audiotour, please rewind the tape. Return the recorder, tape or booklet version of the tour and floor plans to the Circulation Desk where you checked them out.

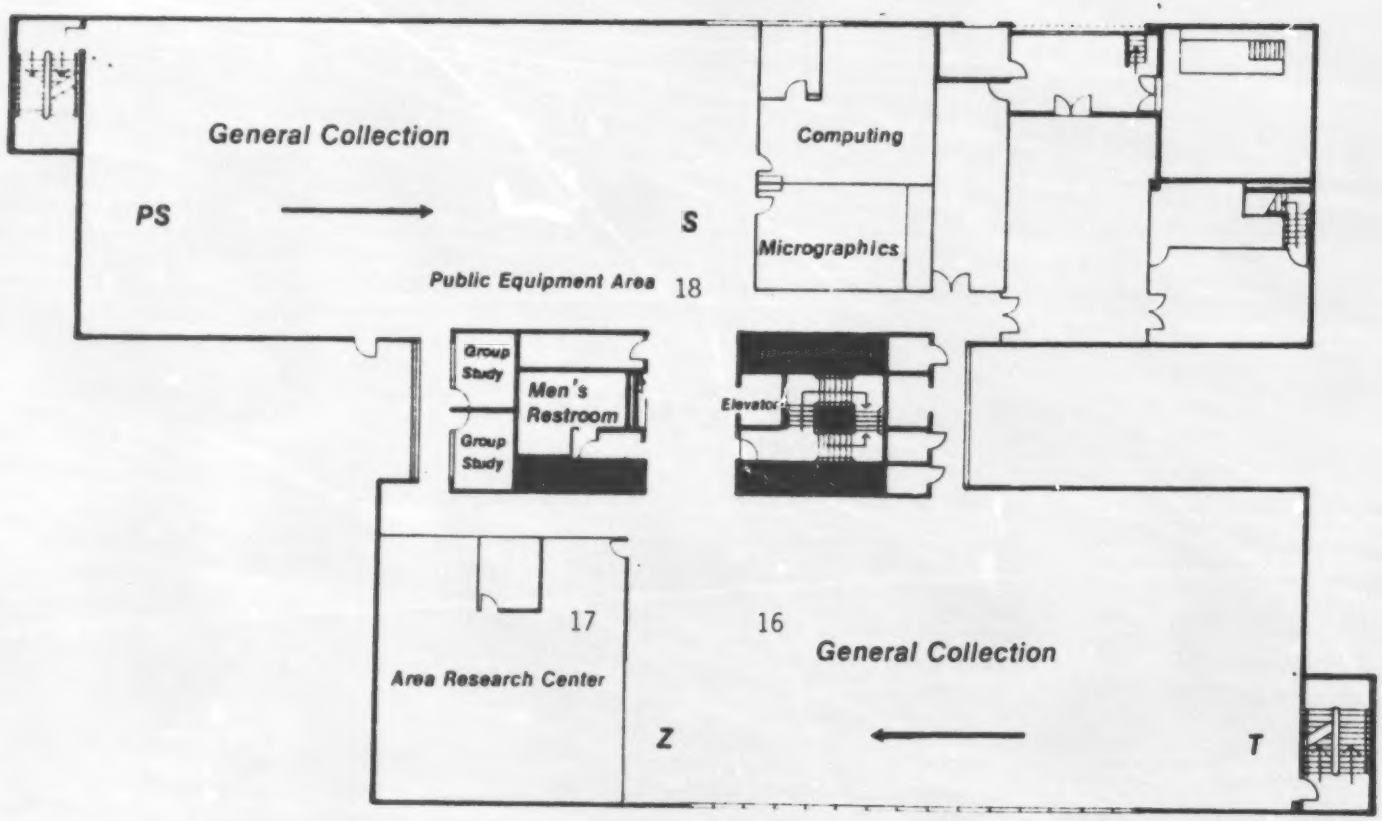

Library
Instruction
Lab. 106
Interlibrary Loan
Technical Services
Technical
Services Offices
Public Services Offices
PUBLIC
CATALOG
2
Restrooms
Browsing
Collection
Elevator
9
Index Tables
5
6
1
20
Circulation
Reference Collection
4
3
Reference
Service
7
Educational
Materials
Collection
8

First Floor



Second Floor

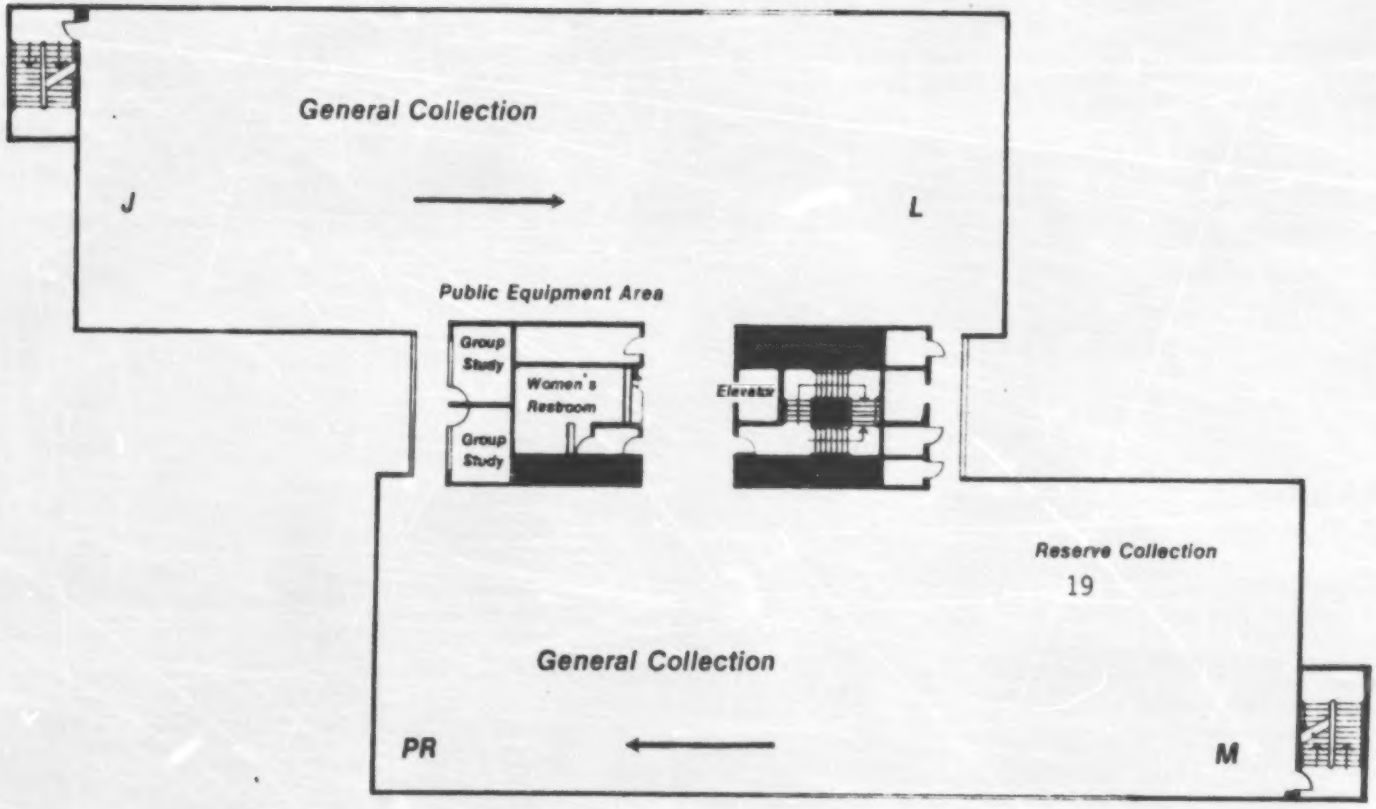
CALL NUMBERS
PS-Z



Third Floor

CALL NUMBERS

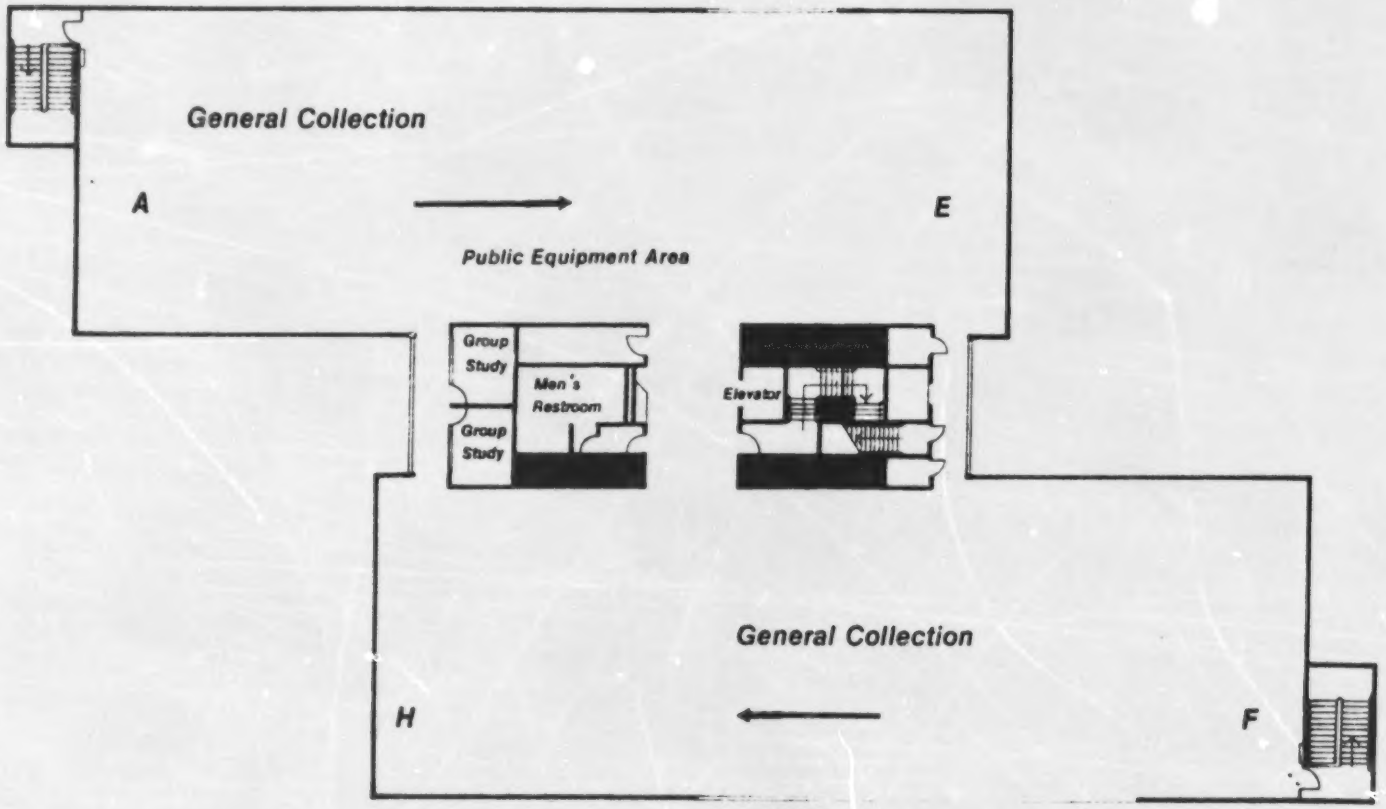
J-PR



Fourth Floor

CALL NUMBERS

A-F



Fifth Floor